



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 5.1.5	Subject: OFFENDER COMMUNITY PRESENTATIONS
Chapter 1: OFFENDER PROGRAMS	Page 1 of 4
Section 1: Work Programs	Effective Date: December 20, 2001
Signature: /s/ Mike Ferriter, Director	Revised: 08/03/11

I. POLICY

It is the policy of the Department of Corrections to establish guidelines for secured facilities regarding offender presentations in the community.

II. APPLICABILITY

Adult secure care facilities under supervision of, or contracted to, the Montana Department of Corrections.

III. DEFINITIONS

Administrator - The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Offender Community Presentation - Program that allow eligible offenders to leave the confines of an assigned facility/program, under supervision, for the purpose of presenting a program of information with the intended benefits for the offender of assuming increased personal responsibility, skills and development and with benefit to the community.

Public Information Officer (PIO) - An official spokesperson designated by the administrator to provide facility or program information to the public.

Victim Information Officer (VIO) - A facility or program staff person who provides information and advocacy services for victims.

IV. DEPARTMENT DIRECTIVES

A. General Provisions

1. The Department supports efforts to maximize positive offender/community relationships and recognizes the importance of opportunities for offenders to share their experiences as an effective and constructive tool in providing an open and honest exchange of information with the public.
2. Each facility utilizing a community presentation program shall, in accordance with custody and security level, implement a procedure with facility specific guidelines in compliance with this policy including:
 - a. methods of screening and validating request(s) for presentations;
 - b. offender screening, selection, and orientation;

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- c. staff selection and orientation;
 - d. victim notification, when applicable;
 - e. guidelines for supervision during community presentations;
 - f. notification of law enforcement; and
 - g. a form requesting all pertinent information in regards to presentation, offender, transportation, and staff including, at minimum:
 - 1) the date, time, and location of the proposed event;
 - 2) a brief outline of the chronological schedule;
 - 3) an explanation of the reason for the request;
 - 4) the anticipated benefit to the community;
 - 5) identity of the inmate(s);
 - 6) names and signatures of escorting officers/staff;
 - 7) a full description of the escort vehicle(s);
 - 8) inmate supervision, restraint (if necessary), search, and transport requirements; and
 - 9) name and signature of the facility staff member sponsoring / requesting the event.
3. Acceptable community presentation venues include, but are not limited to:
- a. public and private schools;
 - b. universities, colleges, and trade schools;
 - c. addictive disease programs;
 - d. nursing homes and hospitals;
 - e. church organizations; and
 - f. civic organizations.

B. Community Presentation Requests

1. Requests for presentations will be submitted orally or in written form to the facility administrator, or designee.
2. Designated staff will evaluate requests and make a determination based on the following criteria, at minimum:
 - a. mission and goals of the facility;
 - b. anticipated benefit to the community;
 - c. benefit to the facility; and
 - d. potential benefit to the offender.
3. Designated staff shall complete the required facility documentation for presentation approval and offender selection.

C. Offender Screening and Selection

1. The safety of the public and staff are the first priority in offender selection; potential negative repercussions, security threats, and public perception must all be considered.
2. Offender selection shall be based, at minimum, on the following criteria:
 - a. offender custody classification;
 - b. behavior and compliance to rules and authority;
 - c. commitment to change;
 - d. acknowledged and accepted responsibility for crime(s);

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- e. assignment reports;
 - f. sex offenses; and
 - g. outstanding detainers, warrants, notifications, or pending sentence reviews;
3. The nature and severity of an offender's crime must be assessed; individuals incarcerated for serious and/or violent crimes may not be appropriate for this program.

D. Offender Orientation

1. Administrator, or designee, shall ensure offenders have been counseled by designated staff regarding expectations and requirements for participation in the program prior to presentation.
2. Designated staff may provide orientation through the following methods:
 - a. discussion with offender emphasizing the nature of the presentation and consequences if expectations are not met;
 - b. members of the community individual/organization requesting a presentation may be invited to attend orientation sessions; and
 - c. a debriefing session after a community presentation has concluded, if necessary.

E. Notification

1. If a victim has submitted a written request for information pursuant to *46-24-212, MCA* to be notified when the offender leaves the facility, the PIO/VIO shall notify the victim and/or victim's family of the offender's eligibility for the community presentation program and recommended level of supervision. If the victim objects to the offender's participation in the community presentation program, the offender may not be selected for the program unless the Department Director, or designee and facility administrator agree with the selection.
2. Prior to a presentation scheduling, a designated staff member must send written notification to the local chief of police and/or sheriff providing information including presentation:
 - a. date;
 - b. time;
 - c. location;
 - d. type of activity;
 - e. offender(s) involved;
 - f. transportation arrangement; and
 - g. supervision and security procedures in place.
2. Any changes in date, time, or schedules must be provided in advance to all involved parties including local law enforcement and victims, when applicable.

F. Program Supervision

1. The administrator, or designee, will ensure that qualified staff is supportive and aware of all expectations for the community presentation program.
2. Supervisory staff must remain professional and conduct themselves in a manner which

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encourages public trust.

3. Supervisory staff may not:
 - a. fraternize with offenders;
 - b. provide any favors or preferential treatment to any offender, family or agent of the offender outside of official performance of duties; and
 - c. consume alcoholic beverages or non-prescribed drugs;

G. Transportation of Offenders

1. Transportation of offenders shall comply with *DOC 3.1.12, Offender Escort and Transport*.
2. Staff must return offenders to their respective facilities at the end of each presentation unless other arrangements are made and approved by the administrator, or designee, in advance.
3. If overnight travel is anticipated, staff must arrange for the offender's supervision or placement in a locked facility.
6. The requesting community individual/organization may be required to pay the cost of offender meals when outside of state facilities. When possible, meals shall be eaten in vehicles at drive-in restaurants unless exception is approved in advance and in writing by administrator.

V. CLOSING

Questions concerning this policy should be directed to the appropriate administrator.

VI. REFERENCES

- A. [2-15-112, MCA](#); [53-1-203, MCA](#)
- B. *DOC Policy 3.1.12, Escorted Trips*

VII. ATTACHMENT

None